Date:

To whom it may concern

The road connecting [name of city] to [name of city] had been blocked by a landslide caused by the earthquake on [date]. As a result, the mountain valley of [name] has been completely cut off and the supply of everyday amenities as well as medical aid to the injured cannot be undertaken.

The [organization name] has been authorized to start clearing the road on a priority basis. The civil administration has been ordered to assist them with manpower and machinery. Excavators and other basic equipment have been dispatched and will reach the site by [date].

Mr. [name] would be the person coordinating the entire operation. He can be accessed at [phone number] if you have any queries or complaints. The public is requested to stay away from the said area for their own safety and the smooth running of the operation. Especially because continuous rain and thunderstorms are predicted for the next week which is going to make foot traffic difficult and also degrade the speed of the clearing operation.

Looking forward to your cooperation.

[Your Name]  
[Address]